

SUBCONTRACTOR AUTHORIZATION - SITEXCHANGE SOFTWARE - ELECTRONIC .CON FILE SUBCONTRACTOR REQUEST INSTRUCTIONS

Subcontract Requests **must** be prepared using the electronic .con file produced by the SiteXchange software and submitted electronically. No paper subcontractor request will be accepted with the exception of subcontractors for added items to the contract. The .con file will be created by the Contracts and Specifications Bureau and shall be emailed to the prime contractors after the letting has been awarded.

Initial subcontract requests

- Initial subcontract requests should be submitted before or at the time of contract
 - The prime contractor is to fill out the electronic .con file and ensure all folders have turned green after adding the subcontractor and the subcontracted items.
 - The prime contractor is not allowed to subcontract more than 70% of the contract amount and must be in compliance with Iowa DOT Specification 1108.01.
 - The prime contractor shall ensure the subcontractors being used are registered with the Division of Labor and mark the subcontractor request with yes or no, to be in compliance with Iowa Code Chapter 91C:
 - Iowa Code Chapter 91C requires that all contractors register with the Iowa Division of Labor – Contractor Registration before performing any contraction work in the State of Iowa. If a business provides any type of plumbing, mechanical, HVAC, refrigeration, sheet metal or hydronic systems services, they are required to obtain a license with the Plumbing & Mechanical Systems Board ***before*** applying with contractor registration. Contractor can contact the Division of Labor – Contractor Registration at: 515-242-5871; Fax: 515-725-2427; Email: contractor.registration@iwd.iowa.gov/ www.iowacontractor.gov
 - The prime contractor shall inform the subcontractors that are completing work that exceeds \$10,000, they will need to have a current EEO Policy on file with the Iowa DOT/Civil Rights Bureau. If the subcontractor does not have a current EEO Policy, they should contact the Civil Rights Bureau at the following email addresses:
 - Tracey Bradley – tracey.bradley@iowadot.us
 - Steven Kerber – steven.kerber@iowadot.us
 - Tonnette Harris – tonnette.harris@iowadot.us
 - For subcontractors that are being used to fulfill a DBE commitment the prime contractor shall enter the subcontracted amount into Column A on the subcontractor request.
- Prior to contract signature, the prime contractor shall submit all subcontract requests via email to the Contracts & Specifications Bureau generic email at: dot.contracts@iowadot.us

Tax Certificates and AA/EEO Poster

- The Contracts and Specifications Bureau will process the electronic subcontractor request(s), create the tax certificates and AA/EEO Poster, for all State and Local Agency contracts.
 - For State contracts: The Contracts and Specifications Bureau will process the electronic subcontractor request and check for compliance with IA DOT Specification 1108.01 – 70/30 Work Rule; Division of Labor question; and EEO Policy expiration dates. Contracts and Specifications will create and sign the tax certificates and will upload the signed tax certificates along with the AA/EEO Poster to the Contract Signing Drawer in Doc Express for the prime contractor's use. It is the responsibility of the prime contractor to ensure their subcontractors receive their tax certificates. If a subcontractor has an expired EEO Policy, the Contracts and Specifications Bureau will notify the Civil Rights Bureau for further action to obtain a current policy from the subcontractor. The prime contractors shall not let any subcontractor perform work if they do not have a current EEO Policy on file with the IA DOT.
 - For Local Agency contracts: The Contracts and Specifications Bureau will process the electronic subcontractor request and check for compliance with IA DOT Specification 1108.01 – 70/30 Work Rule; Division of Labor question; and EEO Policy expiration dates. Contracts and Specifications will create the tax certificates and will upload the **unsigned** tax certificates along with the AA/EEO Poster to the Contract Signing Drawer in Doc Express for the Local Agency to download and sign. The Local Agency should either email or US Mail all of the tax certificates to the prime contractor. It is the responsibility of the prime contractor to ensure their subcontractors have their tax certificates. If a subcontractor has an expired EEO Policy, the Contracts and Specifications Bureau will notify the Civil Rights Bureau for further action to obtain a current policy. The prime contractors shall not let any subcontractor perform work if they do not have a current EEO Policy on file with the IA DOT.
 - For both State and Local Agency contracts, the prime contractor shall ensure the subcontractor(s) get a copy of their individual tax certificates and place the AA/EEO Poster on their bulletin board as required.
- ***No subcontractor requests are to be uploaded to the Contract Signing Drawer in Doc Express, prior to the contract being signed. All subcontract requests are to be emailed to the Contract and Specifications Bureau's generic email at: dot.contracts@iowadot.us***

Subcontract Requests Submitted After Time of Contract Signature:

- For both State and Local Agency contracts: The prime contractor shall submit all requests, electronic .con files, directly to the project engineer for their approval for all contracts.
- The project engineer shall ensure:
 - All additional subcontractors have a current EEO Policy on file with the Iowa DOT/Civil Rights Bureau.

- The prime contractor is in compliance with IA DOT Specification 1108.01 – 70/30 work rule
- Ensure the prime contractor has complied with answering if the additional subcontractor is registered with the Division of Labor.
- Email the electronic .con file into the Contracts and Specifications Bureau stating who the additional subcontractor(s) is/are and that they have reviewed and verified all information and they approve the additional request.
- The project engineer shall email the electronic .con file with the above information to the Contracts and Specifications Bureau's generic email at: dot.contracts@iowadot.us
- CC the Doc Express System Administrator so that appropriate action can be done in that program.

New Items Added to Contract

- If new item(s) are added to the contract, the following shall be done:
 - New or added items to the contract cannot be added to the electronic .con files. To have a subcontractor do new/added item the paper form 830231 must be used. SiteXchange software does not support adding new items. Fill out paper form 830231 and email that along with the .con file to the project engineer for review. The project engineer will check for compliance with the 70/30 work rule and ensure that the added subcontractor has a current EEO Policy on file with the IA DOT/Civil Rights Bureau. Form 830231 is available at: <https://forms.iowadot.gov/BrowseForms.aspx?templateid=830231>

In all other situations, electronic submittal of the SiteXchange .con file is required.

- The Contracts and Specifications will process the electronic subcontractor request(s), create the tax certificates and AA/EEO Poster, for all State and Local Agency contracts. **PLEASE REFER TO TAX CERTIFICATIONS AND AA/EEO POSTER SECTION ABOVE**
- ***No subcontractor requests are to be uploaded to the Contract Signing Drawer in Doc Express. All subcontract requests are to be emailed to the Contract and Specifications Bureau's generic email at: dot.contracts@iowadot.us***

Downloading and using SiteXchange software

Download the SiteXchange program, software to your computer. The SiteXchange program, software is available to all users, at no cost, using the following link:

<https://iowadot.gov/contracts/General-letting-information/BidExpress-Utility-Files>

1. Save the electronic .con file emailed from the Iowa DOT Contracts & Specifications Bureau in your Sitexchange folder, **DO NOT CHANGE THE FILE NAME.**

2. Download and save the CURRENT VENDOR.BIN file. If you already have used SiteXchange and have a vendor.bin file on your computer, you will need to save the current vendor.bin over the existing file. Only one vendor.bin file should be on your computer at any time. Having more than one vendor.bin file will cause errors in the .con files. The most current Vendor.bin file can be found on BidX at: <https://iowadot.gov/contracts/General-letting-information/BidExpress-Utility-Files>
3. Open the .con file using the SiteExchange program.
4. Open Miscellaneous file in the request. Scroll to pick list box at bottom of page, select YES.
5. Go to Subcontractors folder
 - a. Right click, select Add Subcontractor.
 - b. Click in name area of box on right side of screen, type in name of subcontractor. All information for that subcontractor should be populated
 - c. Click in the Answer the Div of Labor Reg box
 - i. Click Yes or No, the subcontractor is registered with the Division of Labor. Note: All contractors must be registered with the Division of Labor to work in the State of Iowa. Please see above information regarding Iowa Code 91C.
 - d. Click in Work Type; choose type from drop-down menu
 - i. If work types are listed, select the appropriate type for that subcontractor, or select Miscellaneous.
 - e. Click in Sub Type; choose type from drop-down menu or choose miscellaneous.
 - f. Click in DBE Type; choose from drop-down menu, select appropriate title
6. Go to Subcontractors folder
7. The folder with the subcontractor's name to the left, should now be green; if the folder is still red, a box was not filled in. Find error and correct.
8. Click the plus (+) sign to the left of the subcontractor's name to open the line items. The line items will be in the subfolder will be under the subcontractor's name.
 - a. Click the line item(s) to be done by the subcontractor; click in the "USE?" column to the left of the line item. This will populate the lower half of the screen.
 - b. If subcontractor is completing the full line item and no changes nothing more needs done for that line item.
 - c. If the line item is a partial item and the subcontractor is completing only part of a line item, click the "Partial Item" box in the upper right corner of the lower half of screen
 - i. Change the Quantity and/or Unit Price to make the adjustment. DO NOT CHANGE the Total box.
 - d. If there is a DBE Commitment on the contract, the "A COL" box must be filled in for each line item the DBE subcontractor is completing.
 - e. When all line items have been added, both the Subcontractors Name folder and the line item subfolder should turn green. If the line item folder is still red, there is an error on one of the line items chosen. Find error and correct. When the line items folder turns green, continue.
9. When all line items are completed for subcontractor, go to Subcontractor Folder and begin process again to add additional subcontractors.

10. Check percentage to ensure no more than 70% of work has been subcontracted out. This will be on the Summary page of the Subcontractor Request, or the first screen of the .con file.
11. When all subcontractors have been added, save file.
 - a. When saving the .con file, make sure to overwrite existing file. DO NOT CHANGE THE NAME of the .con file as this could render the file unusable.
12. Email the electronic .con file to the Contracts and Specifications Bureau's generic email at: dot.contracts@iowadot.us
13. When sending the electronic .con file(s) to a Local Agency, project engineer, for approval (after contract signature) also save a PDF version of the electronic .con file. Send both the electronic .con file and the PDF file to the project engineer. Most Local Agencies do not have SiteXchange and cannot open up the .con files.

Adding New Contractors to the Vendor.bin File

If a desired subcontractor is not available on the vendor.bin file, the contractor will need to be added to the Contracts and Specifications Bureau's database. Prime contractors shall do the following:

1. Email the Contracts and Specifications Bureau's generic email: dot.contracts@iowadot.us requesting a new vendor be added to our system
2. Provide the new contractor's information in email.
 - a. Contractor's full legal company name
 - b. Address
 - c. Phone Number
 - d. Fax Number (if available)
 - e. Email contact and email address
 - f. Tax Payer ID Number
3. Contracts and Specifications Bureau will have the new vendor added to the system and create a new vendor.bin file that has the new contractor added.
4. Contracts and Specifications Bureau will email the new vendor.bin file back to prime.
5. Prime should download and save the new vendor.bin, following instructions outlined in page one of these instruction
6. Prime will enter the new subcontractor information as outlined on page one of these instructions.
7. Prime will send the revised .con file to the project engineer as outlined on page 2 and 3 under **Subcontract requests submitted after time of contract signature**.